

DEPARTMENT OF HUMAN SERVICES  
DIVISION OF JUVENILE JUSTICE SERVICES  
POLICY AND PROCEDURES

Policy No: 04-03 Subject: Resident Mail	Effective Date: 08/11/04	Revision Date: 08/06/04
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**I. Policy Statement**

Juveniles in Division programs or facilities shall have the right to communicate through written correspondence with members of their family and other persons and organizations, subject to the limitations necessary to maintain order and security of the facility or program.

**II. Rationale**

To provide an opportunity for outside contact.

**III. Definitions**

- A. "Contraband" is any item or article in the possession of a juvenile, or found within the facility or program that has not been officially issued or approved, by the Division staff.
- B. "Correspondence" is any mail or written communication to or from juveniles, including letters, postcards, greeting cards and parcels.
- C. "Privileged mail" is between the resident and their attorney, a judge, a legislator, or some other public official.

**IV. Procedures**

- A. If requested, the facility shall provide postage for a maximum of two (2) letters per week for each juvenile, excluding legal correspondence.
- B. Juveniles shall be permitted to send, at personal expense, an unlimited number of letters. There is not a limit to the volume of mail a juvenile may send, or to whom, except where there is clear and convincing evidence to justify such limitations. At that time, it will be documented and signed off by the APD. Juveniles will have the opportunity to purchase additional stamps.
- C. All correspondence shall be clearly addressed and without unnecessary additions such as drawings, symbols or words on the outside of the envelope.
- D. During the juvenile's stay at the facility, he or she will not be allowed to subscribe to any magazines, record clubs, book clubs or other organizations that require monetary compensation. Any exception to this must be in writing and have prior approval by the APD.

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- E. Residents may receive soft-cover materials if they are free and not found to:
1. be detrimental to the security of the facility or program;
  2. depict bombs, weapons or describe methods of absconding;
  3. depict, describe or encourage the use of alcohol or drugs, or the brewing of alcohol;
  4. depict, describe or encourage activities that may lead to aggressive acts or violence;
  5. be inflammatory, degrading, dehumanizing or hurtful to others;
  6. encourage or instruct criminal or delinquent activity;
  7. be sexually explicit or degrading;
  8. be in direct conflict with established treatment goals.
- F. The number of letters or volume of publications a juvenile may have in his or her individual room may be restricted for safety and security reasons. Juveniles shall be advised of these restrictions.
- G. Any correspondence not allowed in a juvenile's room should be held with other personal belongings for safekeeping, and returned upon release from the facility.
- H. Any unopened mail received, that is not appropriate as determined by the unit supervisor, will be returned to the sender, unless the juvenile files a grievance.
1. The juvenile must be given notice the material has been received and returned to the sender in five (5) days, unless a grievance is filed prior to that time.
  2. Regular grievance procedures will be followed for this purpose.
- I. Incoming mail will be opened by a resident in front of staff, checked for contraband, and handed out to residents daily, (time should be decided by the program director) except on Sundays and holidays.
1. The only exception would be the privileged mail and should be designated as such on the envelope (e.g. the words "legal mail" written on the envelope).
  2. Staff may not open correspondence from attorneys and clergy, except to inspect it for contraband.
  3. Staff shall not read mail.
- J. Residents are not allowed to send or receive mail from residents or inmates in prisons or other correctional settings. Any exceptions to this must be in writing,

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receive team approval, and is mutually agreed to by administration of both facilities.

**V. Continuous Renewal**

This policy shall be reviewed five (5) years from its effective date to determine its effectiveness and appropriateness. This policy may be reviewed before that time to reflect substantive change.

This policy has been reviewed by the Board of Juvenile Justice Services and is approved upon the signature of the Director.

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Eldon Money, Chairman  
Board of Juvenile Justice Services

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Date

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Blake D. Chard, Director  
Division of Juvenile Justice Services

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Effective/Revision Date